

# **BRAZORIA COUNTY ADDENDUM NUMBER 1**

## **RFP#16-40 CUSTODIAL SERVICES FOR BRAZORIA COUNTY FACILITIES**

PLEASE INCLUDE THIS SIGNED ADDENDUM WITH YOUR SEALED RFP PACKAGE.

This Addendum modifies the RFP#16-40 package as follows:

1. Definitions: All definitions set forth in the Contract shall have the same meaning unless stated otherwise in this Addendum.
2. The following questions have been submitted for clarification:
  - 2.1 Vendor Question: "Is this bid an "all or none" meaning can I bid on specific areas from 1-4?"

Brazoria County Answer: Page 28 of 62, Offer Sheet, it states that vendors are able to submit pricing for all areas shown on the offer spreadsheet or individual areas.
  - 2.2 Vendor Question: "In Area 2, the courthouse has both a.m. and p.m. cleaning slots. Do you have any idea how much square footage is divided?"

Brazoria County Answer: On the offer spreadsheet each location has the approximate square footage next the cleaning frequency.
  - 2.3 Vendor Question: "Is one custodial supervisor sufficient for all areas, or do I need one for each area?"

Brazoria County Answer: Page 10 of 62, section 6.1.2, Cleaning Methodology - responses shall include how the service will be implemented and maintained. Vendors are to state how they will staff the contract if awarded.
  - 2.4 Vendor Question: "Will there be parking to pay?"

Brazoria County Answer: No
  - 2.5 Vendor Question: "Some of the information is redundant; do you want all documents filled out with the same information e.g. references?"

Brazoria County Answer: Yes, the entire proposal document and all corresponding documents will become the contract.
  - 2.6 Vendor Question: "What are the hours of operation? Can the p.m. work begin at 12:00 p.m.?"

Brazoria County Answer: The County offices have normal business hours of Monday through Friday, 8:00 a.m. – 5:00 p.m. The P.M. cleaning shifts are to begin after close of business day, 5:00 p.m. There may be a few locations which will require a custodian or custodians to arrive in the early A.M. in order to have the office/location cleaned before the office opens.

- 2.7 Vendor Question: “Will there be a walk through date in addition to the pre-offer meeting?”

Brazoria County Answer: Please refer to page 28 of 62 Offer Sheet.

- 2.8 Vendor Question: “Building ID M8 – Pct 4 North Sub Office Pct 4 JP Office and Adult Probation – the cleaning frequency is daily in the AM. Can you please be more specific on custodian’s hours at this location?”

Brazoria County Answer: A.M. cleaning is defined as regular business hours of 8:00 a.m. to 5:00 p.m. P.M. cleaning is defined as non business hours of 5:00 p.m. to 8:00 a.m. Several departments may have off normal business hours so cleaning at their location or office(s) will be negotiated with the awarded vendor. We do not have the exact cleaning times for each custodian as it’s determined with the contractor. The awarded contractor determines how long and when their custodians will clean a building / office.

- 2.9 Brazoria County Clarification: Cleaning times for the following location:

Bldg ID: A6 – Information Systems – AM cleaning

2.10 **REVISED OFFER SPREADSHEET**

A revised offer spreadsheet is now posted to the Brazoria County Purchasing webpage labeled as 16-40 Addendum No.1 Revised Offer Spreadsheet. Vendors are to fill out and save the revised spreadsheet to their flash drive and submit it with their proposal submission. In addition, vendors are to include a printed copy of the revised offer spreadsheet with their proposal submission.

- 2.11 Location Maps:

The location maps which will show where the buildings are located will be available in a forthcoming addendum. Vendors are able to use the addresses shown on the offer spreadsheet in order to obtain a location via the internet.

- 2.12 Award of Contract:

Page 7 of 62, section 2.0 Project Description states that the County shall award the contract to a single contractor; however, the County may also make partial awards to one or more vendors if it is the best interest of the County.

- 2.13 Fingerprinting

In addition to the security requirements shown in the proposal, any custodian or custodians which will be assigned to the District Attorney’s Office will be required to be fingerprinted in addition to the background check. The fingerprinting is reserved only for those custodians assigned to clean the District Attorney’s Office.

- 2.14 Vendor Question: “Is any portion of this contract subcontracted?”

Brazoria County Answer: No portion of the current contract is subcontracted.

- 2.15 Vendor Question: "Has the scope of work changed since the current contract to the RFP? If so, please clarify."

Brazoria County Answer: Due to the fact this is a brand new contract, specifications have been revised. Please refer to the proposal which is posted to the website. The scope of work still remains as cleaning services for Brazoria County facilities.

- 2.16 Vendor Question: "Has there been any square footage added or removed from the current contract to this RFP? If so, how much?"

Brazoria County Answer: Square footage has been revised due to the addition / removal of locations. Total square footage has been increased by 35,831.

- 2.17 Vendor Question: "Are we permitted to submit information beyond the forms provided if there is not enough space? Or are we only to submit the forms provided?"

Brazoria County Answer: The RFP document and all corresponding documents, including but not limited to, the Offer Spreadsheet, Addendums etc., are required to be submitted as stated on page 8 of 62 of the proposal. In addition, documents that are required to be submitted are those mentioned on page 9 of 62, section 6.0 Evaluation Criteria. Statements such as "vendors are to include" may be found throughout the proposal. The offer spreadsheet is for pricing only.

- 2.18 Vendor Question: "Page 18, requests all MSDS sheets for all cleaning products we propose to use... Are we permitted to provide it via flash or CD? We ask because each MSDS can be anywhere from 8-20 pages long, which could result in hundreds of pages of paper needed for just copy of the proposal... you are requesting 6 copies which could be well over 1000 pages of paper. We operate in a very green office, and were hoping we would not need to use so much paper. If necessary we will.

Brazoria County Answer: Yes, MSDS may be saved to a separate folder on the flash or CD. Please label the folder accordingly.

- 2.19 Vendor Question: "What is the ratio of tile to carpet in your facilities?"

Brazoria County Answer: The estimated ratio is 60/40 with carpet being 60.

- 2.20 Vendor Question: "Do any of these locations require a day porter service? If so, which locations and what are the hours?"

Brazoria County Answer: Please see page 22 of 62, section 9.0 "Services to be Performed" second paragraph.

3. A non-mandatory pre-offer meeting was held on Wednesday, July 20, 2016 at 10:00 a.m. The meeting was attended by the following companies:

Superior Cleaning of Clute, Texas  
Oriental Building Services, Inc., of Dallas, Texas  
HBS National Texas Professional Maintenance Service of Katy, Texas  
C&S Janitorial Services, Inc., of Houston, Texas  
MHI of Alvin, Texas  
The Victor Group of San Antonio, Texas  
Butler's Professional Janitorial Services of Lake Jackson, Texas

Vanguard Cleaning Systems of Houston, Texas  
Agape Cleaning Enterprises of Houston, Texas  
Entrust One of Dallas, Texas  
A&A Cleaning of Pearland, Texas  
Trius Janitorial Systems of Houston, Texas

4. All other terms and conditions of the RFP are to remain unchanged.

Please refer any questions regarding this RFP to the Brazoria County Purchasing Department at (979) 864-1825 or natashas@brazoria-county.com.

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**LEGAL NAME OF CONTRACTING COMPANY**

\_\_\_\_\_  
**TELEPHONE NUMBER**

\_\_\_\_\_  
**FACSIMILE NUMBER**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**NAME AND TITLE PRINTED**